

## Administrative Memo

**Date:** January 11, 2013  
**To:** Superintendents, High School Principals, Area Career Center Directors,  
and Postsecondary Deans and Directors  
**From:** Sharon Helwig, Ph.D.  
Assistant Commissioner  
**Subject:** CCR-13-003 – Enhancement Grant FY 2014

Established through the Outstanding Schools Act of 1993, the Vocational-Technical Education Enhancement Grant continues to serve as a mainstay in the growth and expansion of quality career education in Missouri. With the focus of funds directed toward curriculum, instructional equipment, and facility improvement of career education programs, the Enhancement Grant is committed to providing students with the tools and experience needed to be successful in a high demand career occupation.

Each year the Department of Elementary and Secondary Education (DESE) is required to post a request for grant awards through the *Enhancement Grant Administrative Planning Guide*. This guide outlines the grant award process, as well as establishes allowable and non-allowable expenditures. Beginning with FY 2014, the application submission process for the Vocational-Technical Education Enhancement Grant will be electronic and submitted to [Enhancement@dese.mo.gov](mailto:Enhancement@dese.mo.gov). The information below outlines the new implementation process and some of the significant procedural changes for FY 2014.

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### IMPLEMENTATION PROCESS

1. Districts will submit requests for enhancement grant funds to [Enhancement@dese.mo.gov](mailto:Enhancement@dese.mo.gov) (Application, Statement of Need, Description of Planned Improvements, Description of Evaluation System, and EG FV4).
2. The Department of Elementary and Secondary Education (DESE) will review and approve/deny requests and send a notification email to the district contact person (as designated on the EG FV4). Attached with the notification, DESE will also send the Revision Request Form and the EG FV2 form.
3. Once grant award notification has been made, the district will be allowed to expend funds after July 1, 2013.
  - a. The district will be allowed to submit revisions to the approved grant on the Revision Request form (emailed with the original grant award notification) until December 31<sup>st</sup> of the current grant award year. Revisions will be emailed to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov). The subject line of the email will read “Revision Request.”
  - b. DESE will review and approve/deny the revised request and send notification to the district contact person.
4. The district will submit a reimbursement request using the EG FV2 form that was attached to the original grant award notification.
  - a. The district *will not* need to send invoices with the EG FV2 unless notified by DESE.
5. DESE will review the EG FV2 and process the payment.
6. DESE will send an email payment notification to the district contact person.
  - a. If the district has remaining funds, DESE will email another EG FV2 form with that payment notification.

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## 2014 PAYMENT SCHEDULE

Beginning with FY 2014, payment requests (EG FV2) can be submitted from July 1st - March 31st. However, payment will be made on a quarterly basis utilizing the following payment schedule:

EG FV2 SUBMITTED	PAYMENT MADE
July 1 - September 15	October 20
September 16 - November 15	December 20
November 16 - January 15	February 20
January 16 - March 31	April 20

➤ **Note: Payments will not be made until the district has completed MOSIS core data screens.**

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## MONITORING DESK AUDIT TIMELINE

Beginning with FY 2014, invoices **do not** need to be submitted with the EG FV2. However, invoices will need to be kept for a period of three years for fiscal program auditing and for program evaluation. Beginning with FY 2014, desk audits will be implemented on a *percentage* of districts within the defined [Cohort](#) Groups as listed in the Department's [Tiered Monitoring Process](#). Each of the districts has been assigned to one of three cohort groups. Districts receiving desk audits will be notified and given specific reporting instructions in April of the grant award year. Districts will be required to submit invoices and other documents as requested for items reimbursed within the three-year time period.

School Year 2013-2014	School Year 2014-2015	School Year 2015-2016	School Year 2016-2017
<a href="#">Cohort Group 1</a>	<a href="#">Cohort Group 2</a>	<a href="#">Cohort Group 3</a>	<a href="#">Cohort Group 1</a>

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## ENHANCEMENT GRANT DUE DATES FOR FY 2014 ONLY:

1. Request for FY 2014 Grant Awards: Must be received no later than 4:00 p.m. on March 29, 2013.
2. Grant Award Dates: July 1, 2013 through May 15, 2014.
3. FY 2014 Reimbursement Request (EG FV2): Must be received on or before March 31, 2014.

Please contact Kristie Davis ([Kristie.davis@dese.mo.gov](mailto:Kristie.davis@dese.mo.gov)) if you have any questions regarding the Enhancement Grant or modifications noted within this memo.